

**MANLIFT MONTHLY MAINTENANCE REPORT**  
Michigan Department of Consumer & Industry Services  
Bureau of Construction Codes  
Elevator Safety Division  
P.O. Box 30254  
Lansing, MI 48909  
(517) 241-9337

AUTHORITY:	ANSI/ASME A90.1-1985	THE DEPARTMENT OF CONSUMER & INDUSTRY SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
COMPLETION:	MANDATORY AS REQUIRED BY RULE 401(b)	
PENALTY:	\$50 FINE	

**INSTRUCTIONS:** ALL MANLIFTS SHALL BE INSPECTED BY A COMPETENT DESIGNATED PERSON AT INTERVALS OF NOT MORE THAN 30 DAYS. LIMIT SWITCHES SHALL BE CHECKED WEEKLY. MANLIFTS FOUND TO BE UNSAFE SHALL NOT BE OPERATED UNTIL PROPERLY REPAIRED. UNSAFE ACTS OR UNAUTHORIZED USE MUST BE REPORTED IMMEDIATELY TO AUTHORITIES.

**IDENTIFICATION**

NAME OF OWNER			DATE OF EXAMINATION	SHOP NO.	STATE SERIAL NO.
ADDRESS			LOCATION OF MANLIFT ( Building / Department)		
CITY	STATE	ZIP CODE	LIFTING CAPACITY		SPEED FT. / MIN.
NO. OF STEPS AVAILABLE FOR UP DIRECTION AT ONE TIME			TOTAL NO. OF STEPS	TOTAL LIFTING AND LOWERING CAPACITY	

**CONDITION OF MACHINE AND SIGNS**

GOOD		NEEDS REPAIR	GOOD		NEEDS REPAIR	GOOD		NEEDS REPAIR
1. BELT AND BELT JOINT			11. ILLUMINATION			21. ROPE CONTROL STOP		
2. BOTTOM PULLEY AND CLEARANCE			12. LIMIT SWITCHES			22. SKIP (On up or down run when mounting step) (Check drive train)		
3. BOTTOM PULLEY TAKEUP			13. LUBRICATION			23. STEPS		
4. BRAKE			14. MOTOR			24. STEP FASTENINGS		
5. DRIVE COUPLING			15. MOTOR COUPLING			25. TOP PULLEY		
6. DRIVING MECHANISM			16. PULLEY LAGGING			26. VIBRATION AND MISALIGNMENT		
7. ELECTRICAL SWITCHES			17. PULLEY SUPPORTS			27. WARNING SIGNS AND LIGHTS		
8. FLOOR LANDINGS--SLIPPERY CONDITIONS			18. RAIL SUPPORTS AND FASTENINGS			28. OTHER (Specify)		
9. GUARDRAILS			19. RAIL / TRACK					
10. HANDHOLD FASTENINGS			20. ROLLERS AND SLIDES					

**SIGNATURE**

MAINTENANCE INSPECTOR	DATE
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*Use Reverse Side for Comments*

THIS REPORT TO BE KEPT ON FILE BY THE EMPLOYER AND KEPT AVAILABLE FOR EXAMINATION BY DULY QUALIFIED INSPECTORS AS REQUIRED BY THE MICHIGAN ELEVATOR LAW AND CODE.